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NASA Procedural Requirements

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Subject: NASA Transportation and General Traffic Management

Responsible Office: Logistics Management Division

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CHAPTER 3. Duties and Responsibilities at NASA Centers

3.1. General Duties

Center Transportation Officers and Center Traffic Managers are responsible for performing the following duties and responsibilities:

3.1.1. Serve as a technical advisor to the Center Director for all transportation and traffic management activities, and serve as the focal point for all transportation and traffic management functions at the Center. In addition, transportation and traffic management advice will be furnished to those officials responsible for making institutional and program or project decisions pertaining to the procurement of transportation assets. Procedural guidance concerning procurements involving transportation is contained in paragraphs 3.1.23.5 through 3.1.23.9 and in Appendix B.

3.1.2. Ensure the efficient operation of traffic management activities within the Center in accordance with this NPR and other applicable references. Special attention will be given to transportation costs and the shipment of freight via the lowest overall commercial transportation cost except when it is determined that time is of the essence in regard to the due date at destination; cargo is of high value or is sensitive and requires a high degree of reliability of protection while in transit; or the cargo is determined to be mission-critical essential.

3.1.3. Maintain a current traffic management library for applicable regulations, tenders, selected tariffs, and other carrier rate quotations. A current terminal facilities guide should also be maintained.

3.1.4. Ensure that shipments containing hazardous materials are processed and prepared for shipment and transportation in accordance with Department of Transportation Hazardous Materials Regulations in Title 49, Code of Federal Regulations, Parts 100-199. Shipments must also be in compliance with the International Air Transport Association technical instructions for the safe transport of dangerous goods, and the International Maritime Administration Dangerous Goods Code. Hazardous materials offered for shipment by military aircraft must be in compliance with Air Force Logistics Command regulations.

3.1.5. Ensure that personnel who are responsible for preparing, processing, and handling of shipments containing hazardous materials are properly trained in accordance with the applicable regulations in Title 49, Code of Federal Regulations, Parts 100-199. Coordinate the removal of hazardous waste with the Center Environmental Management Office to ensure compliance with applicable regulatory agency guidelines.

3.1.6. Maintain liaison with commercial carriers servicing the Center to ensure familiarity with loading procedures, services, schedules, facilities, and accessory charges. Carriers will be furnished with adequate information in response to any formal inquiries concerning transportation matters except where classified or security sensitive cargo is involved. Clearance must be obtained from the Center Security Officer prior to the release of classified or security sensitive information to carriers.

3.1.7. Prepare necessary transportation staff studies to support Center institutional, program, or project objectives, covering all transportation activities including cost trades, transportability, development of individual transportation plans, and individual packaging, crating, marking, dimensional clearance, weight limitations, and all allied transportability problems.

- 3.1.8. Be responsible for the custody of, accounting for, and issuing of Government Transportation Requests when assigned the duty. Responsibilities include an overall review of passenger services to determine if it is feasible to use electronic ticketing and automatic payment procedures, such as the use of a Government Travel Account for airline passenger transportation. When deemed cost effective, the Transportation Officer will initiate these measures in accordance with the NASA FAR Supplement, in conjunction with the Center Financial Management Officer.
- 3.1.9. Ensure technical supervision of safe loading, blocking, bracing, unloading, the suitability of applicable carriers equipment, as required, and ensure prompt release of equipment to avoid detention charges.
- 3.1.10. Initiate and distribute Standard Form 361, Discrepancy in Shipment Report, and other standard forms and actions in connection with the reporting, resolving, and prevention of overage, shortage, damaged, lost, or stray NASA freight as directed by Federal Property Management Regulations Part 101-40.
- 3.1.11. Be responsible for the custody, accountability, issuance, and conversion of Government Bills of Lading in accordance with Federal Property Management Regulations and the General Services Administration Guide on How to Prepare and Process United States Government Bills of Lading.
- 3.1.12. Maintain appropriate institutional and program or project records involving transportation activities.
- 3.1.13. Serve as the Center focal point for all Special Assignment Airlift Missions and test load applications.
- 3.1.14. Establish, in conjunction with the Motor Vehicle Operations Officer, a permissible operating distance for movement of passengers and shipment of cargo or equipment via Government-owned or -leased equipment. Consideration should be given to the Energy Conservation Program when the permissible operating distance is formulated.
- 3.1.15. Establish and monitor a process, in conjunction with the Center Financial Management Officer, for reviewing and certifying prior to payment, all public vouchers executed in conjunction with Government Bills of Lading offered for payment.
- 3.1.16. Ensure that transportation concerns are considered in program and project planning, management, status reporting, and scheduling as part of an integrated logistics support approach.
- 3.1.17. Be proactive in conducting negotiations with common carriers for requirements unique to the Center.
- 3.1.18. Provide data upon request to NASA Headquarters in support of external representation of the Agency before transportation regulatory bodies.
- 3.1.19. Provide traffic management guidance to NASA contractors for which the Center has cognizance.
- 3.1.20. Initiate shipment of household goods on Government Bills of Lading. Shipments should be in support of personnel relocations as directed by the Center Personnel Office.
- 3.1.21. Initiate a cost comparison on household goods shipments by the commuted rate versus the actual expense method. When a savings of \$250 or more is indicated, the actual expense method, utilizing a Government Bill of Lading, should be employed.
- 3.1.22. In consultation with the Center Export Administrator, ensure that all exports and transfers of commodities, technologies, and software under Center programs and projects are accompanied by appropriate and accurate export control documentation, including validated licenses, Foreign Consignee Statements, or other authorizing documents and markings, as needed, as well as Shipper's Export Declarations. Exports and transfers required by Headquarters Program or Project Managers will be handled through the Goddard Space Flight Center Transportation Officer who shall consult with the Center Export Administrator and the Headquarters Export Administrator on all Headquarters exports. Except for Shippers Export Declarations, Transportation Officers are not authorized to sign export-licensing documents. For guidance on export procedures, see the NASA Export Control Program manual.
- 3.1.23 Motor Vehicle Compliance to Executive Order 13149 and Energy Policy Act of 1992.
- 3.1.23.1 Executive Order (E.O. 13149) on Greening the Government Through the Federal Fleet and Transportation Efficiency requires that the Federal Government exercise leadership in the reduction of petroleum consumption through improvements in fleet fuel efficiency and the use of Alternative Fuel Vehicles (AFV) and alternative fuels.
- 3.1.23.2 Chapter 134 of 42 U.S.C. 13211 titled Energy Policy (EPAAct) provides definition that the term "fleet" "means a group of 20 or more light duty motor vehicles, used primarily in a metropolitan statistical area or consolidated metropolitan statistical area, as established by the Bureau of the Census, with a 1980 population of more than 250,000, that are centrally fueled or capable of being centrally fueled and are owned, operated, leased, or otherwise controlled by a governmental entity." The key requirement of the E.O. is that "each agency operating 20 or more motor vehicles within the United States shall reduce its entire vehicle fleet's annual petroleum consumption by at least 20 percent by the end of FY 2005, compared to FY 1999 petroleum consumption levels."

3.1.23.3 For purposes of this section, Government-owned is inclusive of Government-leased Interagency Fleet Management System (IFMS) vehicles. Part 5 Section 505 of E.O. 13149 cites "Agencies must ensure that all Government-owned, contractor-operated vehicles comply with all applicable goals and other requirements of this order and that these goals and requirements are incorporated into each contractor's management contract."

3.1.23.4 Each Center Transportation Officer (TO) or Transportation Manager (TM) will ensure contractors who operate Government-owned vehicles meet the requirements provided in the National Aeronautics and Space Administration (NASA), compliance strategy dated December 2002. This strategy describes the steps NASA will take in fulfilling the requirements of the EPO and E.O. 13149.

3.1.23.5 Center TO's or designated TM's shall review and validate all contractor vehicle requirements as they relate to Government-owned vehicles prior to contract award. These vehicle requirements shall be agreed upon with the procurement request originator or project manager, and provided to the contracting officer as part of the specification or statement of work for incorporation into the solicitation and resulting contract. Annually, TO's or TM's in conjunction with the contractor will hold a vehicle review to validate type and quantity of all Government-owned, contractor-operated vehicles to ensure proper allocation and utilization of vehicles based on program requirements.

3.1.23.6 Center Procurement Offices, in consultation with the TO/TM and the Request Originator, are responsible for the following: (1) Providing guidance and facilitating acquisition planning with respect to motor vehicle management requirements; (2) ensuring that solicitations and contracts contain the appropriate provisions and FAR clauses to implement energy efficient motor vehicle requirements (FAR Part 11, NFS Parts 1823 and 1851).

3.1.23.7 Procurement request originators are responsible for the following: (1) consulting early on in the procurement process with the appropriate parties (e.g., TO/TM's, contract specialists) to facilitate procurement planning; (2) utilizing statements of work or specifications which include motor vehicle requirements in accordance with this NPR, including explicit numbers and types of vehicles, and GSA sourcing requirements if any; and (3) coordinating with the TO/TM for his or her approval.

3.1.23.8 Should the contractor require additional Government-owned vehicles, the contractor shall coordinate new vehicle acquisition through the Center TO or designated TM and Contracting Officer (CO) for advance approval. Unless the contractor receives written approval from the Center TO or designated TM and the CO, the contractor shall not negotiate directly with GSA to acquire or dispose of any Government-owned vehicle.

3.1.23.9 Contractors who operate Government-owned vehicles shall be required to assemble and report Federal Automotive Statistical Tool (FAST) data annually, not later than October 15 of each calendar year. The contractor shall be responsible for the entry of data directly into FAST. The Center TO or designated TM may elect to enter contractor FAST data in lieu of the contractor for inclusion into their Center's annual report. The Center TO or designated TM shall provide the contractor with the data elements for FAST and provide guidance or interpretation of FAST as required.

3.2. Regulatory Responsibilities and Commercial Agreements

Center Transportation Officers and/or Traffic Managers should accomplish the following:

3.2.1. Always utilize licensed commercial carriers to the maximum extent practicable.

3.2.2. Ensure that the International Air Transport Fair Competitive Practices Act of 1974 is adhered to in accordance with the guidelines issued by the Comptroller General of the United States for air passengers and freight.

3.2.3. Obtain assurance from carriers that all necessary permits have been obtained or will be secured prior to release of shipment. When extraordinary circumstances warrant, the Transportation Officer or Traffic Manager may assist commercial carriers in obtaining necessary highway permits from local and State regulatory bodies for oversize or overweight loads but will in no case be responsible for obtaining requisite permits.

3.2.4. Prepare and transmit statutorily required transportation control and movement documents for all shipments.

3.2.5. Notify the Director of Logistics Management Office, and the General Counsel, prior to initiating, defending, participating in or supplying information for use in proceedings involving transportation rates, fares, charges, or services before any transportation regulatory agency. It is necessary to clear all sensitive or classified written or oral testimony through the cognizant Center Security Officer and Center Legal Counsel prior to release to any regulatory body. Center personnel who have been subpoenaed by any regulatory body or who have been selected by NASA Headquarters to appear before a regulatory body should consult with Agency Counsel and be accompanied by Agency Counsel at any appearance. The notice should include any evidence, exhibits, names of witnesses, and any other pertinent data to support the proposed NASA position.

3.2.6. Initiate agreements with local carriers as listed in General Services Administration Bulletins for use of commercial forms and procedures, when the transportation charges do not exceed \$250.

3.3. Notification of Transportation Program Exigencies

3.3.1 Center Transportation Officers and/or Traffic Managers will advise the Manager, Agency Transportation Programs, when they are requested by civil groups, carriers, or other interested parties to participate in or to supply information for use in support of applications or petitions for new or additional transportation services. Notifications should consist of the following information:

3.3.1.1. Source of the request and type information or participation requested.

3.3.1.2. Brief description of the proceedings, including docket number, date, and place of hearings.

3.3.1.3. Description of authority or services being considered, including a copy of the application or petition, if available.

3.3.1.4. Proposed action by NASA in the proceedings.

3.3.1.5. A summary of actual and potential traffic covering a period of not less than 90 days for past traffic and 1 year on a projected trend.

3.3.1.6. Other information considered of value in establishing a NASA position.

3.3.2. Center Transportation Officers and/or Traffic Managers will also expeditiously advise the Manager, Agency Transportation Programs when the proposed abandonment or discontinuance of a transportation service will cause a material weakness at a NASA Center; or when --

3.3.2.1. Special Assignment Airlift Mission requests for test loading of material involving transportability in military airlift aircraft is necessitated. Normally the Air Force requires a minimum of 60 days` notice, prior to date test loading occurring.

3.3.2.2. Transportation budget estimates and cost requirements are required in support of installation, program, and project planning activity.

3.3.2.3. Requests for Department of Transportation Hazardous Materials exemptions and approvals in accordance with 49 CFR, Subtitle B, Chapter 1 are required.

3.3.2.4. Purchases, leases, or rentals of major transportation equipment or transportation facilities are contemplated for the execution of a program or mission. Detailed information and complete transportation plans should be included.

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